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ABSTRACT

This book is the result of analyses made of the application forms and other materials given by the department of education registrars and heads of qualification evaluation services in Canada to out-of-province teachers seeking certification and assessment of their salary category status. This report is divided into two parts. Part A contains six tables outlining the procedures to follow when applying for certification in another province. Part B contains four tables outlining additional procedures to follow in the three provinces--British Columbia, Alberta, and Ontario--in which there are qualification evaluation services. Included in all tables is information such as supporting documents required, training and experience, position assistance, and fees necessary for each individual province. (Author/JA)

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APPLICATION PROCEDURES FOR OUT-OF-PROVINCE TEACHERS SEEKING CERTIFICATION AND EVALUATION OF THEIR QUALIFICATIONS

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INTRODUCTION

Prior to the third conference on teacher certification held in Vancouver in June of 1971, analyses were made of the application forms and other materials given by department of education registrars and heads of qualification evaluation services to out-of-province teachers seeking certification and assessment of their salary category status.

These analyses, originally provided for the use of delegates to the conference, have proved of continuing usefulness to the registrars, the evaluation services, teachers' associations and individual teachers. It was therefore decided that the information be up-dated and published for wider distribution.

This report is divided into two parts. Part A contains six tables outlining the procedures to follow when applying for certification in another province. Part B contains four tables outlining additional procedures to be followed in the three provinces, British Columbia, Alberta and Ontario, in which there are qualification evaluation services. It should be noted that application to the agencies listed in Part B should only be made following confirmation from the registrar of a department of education of eligibility for certification.

Individuals interested in the details of teacher salary categories should refer to a companion booklet, to be published by CTF in the fall of 1972, entitled Salary Categories for Canadian Teachers. Those interested in details of certification systems should consult the annual publication of the Canadian Education Association, Requirements for Teaching Certificates in Canada.

Thanks are due to the registrars of the departments of education and the heads of the teacher qualifications services, who provided the up-to-date information for this publication.

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PART A. PROCEDURES IN APPLYING FOR CERTIFICATION

TABLE A-1

NAME AND ADDRESS OF REGISTRAR, PERSONAL DATA AND SUPPORTING DOCUMENTS REQUIRED, CITIZENSHIP DATA AND SUPPORTING DOCUMENTS REQUIRED

Province	BRITISH COLUMBIA
1. Name and Title of Registrar or Equivalent	Mr. E. A. Killough Registrar
2. Address Applications to	Registrar and Director of Teacher Certification and Examinations Department of Education Victoria, B.C.
3. Personal Data and Supporting Documents Required	Name Sex (Mr., Miss, Mrs.) Maiden name, if applicable Address Birth date Place of birth Signature (Application should be made in applicant's own handwriting) <u>Supporting Documents</u>: Birth certificate, baptismal certificate or other approved document (photo copy accepted). Photo copy of proof of change in name, if names on credentials differ from name on application
4. Citizenship Data and Supporting Documents Required	

ALBERTA	Province
Mr. J. I. Sheppy Registrar	1. Name and Title of Registrar or Equivalent
The Registrar Department of Education Executive Building 10105 - 109 Street Edmonton, Alta.	2. Address Applications to
Name Sex (Mr., Miss, Mrs.) Address (permanent and present, if different) Age Birth date Place of birth Signature	3. Personal Data and Supporting Documents Required
Must indicate if: Canadian citizen by birth Canadian citizen by naturalization British subject by birth British subject by naturalization Other nationality (to be specified)	4. Citizenship Data and Supporting Documents Required

Supporting Documents:

If British subject or Canadian citizen by naturalization must provide certificate of naturalization

	Province	SASKATCHEWAN
1.	Name and Title of Registrar or Equivalent	Mr. J. C. Struthers Chief, Teacher Services
2.	Address Applications to	Director of Teacher Training Department of Education Regina, Sask.
3.	Personal Data and Supporting Documents Required	Name Sex (Mr., Miss, Mrs.) Maiden name or lay name, if applicable Spouse's name and marriage date (women only) Address (current and home, if different) Birth date Place of birth Signature <u>Supporting Documents</u>: Birth certificate or "attestation re birth" form (filled in by teacher?). (Photo copy of birth certificate accepted) "Attestation re marriage" form (women only). This form is completed by the teacher
4.	Citizenship Data and Supporting Documents Required	Oath of allegiance may be requested at the option of the Department of Education

MANITOBA	Province
Mr. R. F. Lee Director of Teacher Certification and Records	1. Name and Title of Registrar or Equivalent
Director of Teacher Certification and Records Department of Youth and Education Room 312 1181 Portage Avenue Winnipeg, Man., R3C OV8	2. Address Applications to
Name Sex (Mr., Miss, Mrs.) Maiden name Address Phone number Birth date Place of birth Signature <u>Supporting Documents</u>: Birth certificate Marriage certificate (women only) unless teaching credential is issued in married name Social insurance card	3. Personal Data and Supporting Documents Required
Citizenship Declaration required if applicant is a Canadian or British citizen (Note: no teaching certificate is made permanent until Canadian or British citizenship established.) Applicants who are not Canadian or British citizens are asked to state present citizenship	4. Citizenship Data and Supporting Documents Required

	Province	ONTARIO
1.	Name and Title of Registrar or Equivalent	Mr. A. W. Bishop Registrar
2.	Address Applications to	Office of the Registrar Department of Education 18th Floor, Mowat Block, Queen's Park, Toronto 182, Ontario
3.	Personal Data and Supporting Documents Required	Name Maiden name or lay name, if applicable Address Birth date Social Insurance Number Signature <u>Supporting Documents</u>: Birth certificate Marriage certificate (women only)
4.	Citizenship Data and Supporting Documents Required	Proof of landed immigrant status, in the case of applicants who are not Canadian citizens

QUEBEC	Province
Mr. André Tremblay, Director Teacher Probation and Certification Service Dr. A. J. Welbourne Associate Director Mr. Albert Thibault Director of Certification Section	1. Name and Title of Registrar or Equivalent
Teacher Probation and Certification Service Directorate of Higher Education Department of Education Parliament Buildings Quebec, P.Q.	2. Address Applications to
Name Sex (Mr., Mrs., Miss) Maiden name, if applicable Complete address Date and place of birth Signature of candidate Supporting Documents: Birth or baptismal certificate	3. Personal Data and Supporting Documents Required
Proof of Canadian citizenship or, for those who are not Canadian citizens, evidence of Landed-Immigrant status or possession of a Work Permit	4. Citizenship Data and Supporting Documents Required

	Province	NEW BRUNSWICK
1.	Name and Title of Registrar or Equivalent	Mr. R. D. Adams Registrar
2.	Address Applications to	Office of the Registrar Department of Education Centennial Building Fredericton, N.B.
3.	Personal Data and Supporting Documents Required	Name Sex (Mr., Mrs., Miss) Maiden name or lay name, if applicable Address (current and home, if different) Birth date Place of birth Social Insurance Number Official signature
4.	Citizenship Data and Supporting Documents Required	Proof of landed immigrant status, in the case of applicants who are not Canadian citizens

NOVA SCOTIA	Province
Mr. Ralph W. Kane Registrar	1. Name and Title of Registrar or Equivalent
The Registrar Department of Education Box 578 Halifax, N.S.	2. Address Applications to
Name Sex (Mr., Mrs. Miss) Maiden name or lay name, if applicable Marital status Age Birth date Signature <u>Supporting Documents</u>: Birth certificate Marriage certificate, in the case of a married teacher whose certificate from another province was issued in her maiden name	3. Personal Data and Supporting Documents Required
	4. Citizenship Data and Supporting Documents Required

	Province	PRINCE EDWARD ISLAND
1.	Name and Title of Registrar or Equivalent	Mr. Ronald F. Rice Acting Registrar
2.	Address Applications to	The Registrar Department of Education P. O. Box 2000 Charlottetown, P.E.I.
3.	Personal Data and Supporting Documents Required	Name Sex (Mr., Mrs., Miss) Maiden name or lay name, if applicable Address Birth date Social Insurance Number Signature Supporting Documents: Birth certificate
4.	Citizenship Data and Supporting Documents Required	

NEWFOUNDLAND	Province
Mr. C. F. Furey Registrar	1. Name and Title of Registrar or Equivalent
The Registrar of Teacher Certification Department of Education St. John's, Nfld.	2. Address Applications to
Name Religious name, if applicable Maiden name and name of spouse, if applicable Address (home and current, if different) Birth date Religious denomination Social Insurance Number Signature <u>Supporting Documents</u>: Birth or Baptismal certificate	3. Personal Data and Supporting Documents Required
	4. Citizenship Data and Supporting Documents Required

TABLE A-2

REQUIREMENTS IN REGARD TO CHARACTER REFERENCES, HEALTH, LANGUAGE, RESIDENCE AND EMPLOYMENT

Province	BRITISH COLUMBIA
5. Character Reference	Must provide recent character reference before teaching credential can be issued
6. Medical Data	
7. Language Requirement	Evidence that applicant's command of written and spoken English is adequate for purposes of general classroom instruction Interview appointments must be pre-arranged
8. Translation Requirement	Documents not in English must be accompanied by verified English translations
9. Residence and Employment Requirements	Certificates are issued only after residence in British Columbia has been established However, a form letter confirming eligibility for certification will be sent when applicable

ALBERTA	Province
Must provide current character testimonial before teaching credential can be issued	5. Character Reference
	6. Medical Data
A tape will generally be required of all applicants whose native tongue is not English	7. Language Requirement
Documents in foreign languages (i.e., other than English or French) must be accompanied by certified English translations	8. Translation Requirement
A teaching certificate is not normally issued until the applicant takes up residence in the Province. A letter of eligibility (valid for one year) is issued when the applicant's eligibility is determined	9. Residence and Employment Requirements

Province	SASKATCHEWAN
5. Character Reference	Must give names, addresses and positions of two character references
6. Medical Data	A medical certificate may be requested at the option of the Department of Education
7. Language Requirement	
8. Translation Requirement	
9. Residence and Employment Requirements	

MANITOBA	Province
Character reference required if applicant is without teaching certificate	5. Character Reference
	6. Medical Data
	7. Language Requirement
	8. Translation Requirement
	9. Residence and Employment Requirements

Province	ONTARIO
5. Character Reference	Not required
6. Medical Data	Recent proof of freedom from active tuberculosis
7. Language Requirement	Teachers from countries where English or French is not the first language will be required to meet the Special Committee of the Ontario Department of Education in Toronto to prove his competency in his use of oral and written English
8. Translation Requirement	Official translation must accompany all documents in languages other than English or French
9. Residence and Employment Requirements	

QUEBEC	Province
A confidential evaluation from a person worthy of trust. (Normally, this would come from the teacher's previous employers)	5. Character Reference
	6. Medical Data
Evidence that the candidate's command of written and spoken English or French is adequate for the purposes of general classroom instruction. (It is the duty of the candidate to arrange for a personal interview.) However, candidates whose mother tongue is either English or French and whose basic studies were made in their mother tongue, will be considered to have command of that language, and can be authorized, without further restriction in the language area, to teach in the Quebec schools where the language of instruction is either English or French, as the case may be. All other candidates will have to undergo and successfully pass a preliminary oral language examination followed by a more thorough written Departmental Examination	7. Language Requirement
Documents not in English or French must be accompanied by verified English or French translations	8. Translation Requirement
If the candidate's file is judged satisfactory, he receives a Letter of Eligibility which will be exchanged for a Provisional Teaching Authorization upon fulfillment of the two following conditions: 1 - a school commission or other educational institution (recognized by the Minister) agrees to hire the candidate; 2 - the Quebec Teacher Placement Bureau (QTPB) has been unable, within the time prescribed in the Collective Contract, to supply the school commission with a candidate already legally qualified to teach in Quebec	9. Residence and Employment Requirements

Province	NEW BRUNSWICK
5. Character Reference	Character reference from member of clergy, Justice of the Peace, or other professional person required
6. Medical Data	Medical examination Licensed teachers must submit verification of negative tuberculin test or a chest X-ray during alternate school years
7. Language Requirement	Applicants whose native language is neither English nor French are required to demonstrate their competence in one of the two offical languages regardless if they have satisfied the requirements of another Canadian province. Interviews are conducted at the Department of Education, Fredericton, New Brunswick. It is the responsibility of the applicant to make known to the Department in advance the day on which he or she will be available for an interview. Interview is at candidate's own expense
8. Translation Requirement	
9. Residence and Employment Requirements	

Must submit Certificate of Character, signed by two professional persons (such as a lawyer, clergyman, professor, doctor) who have been acquainted with the applicant during the last five years stating that they believe "said....to be of good moral character, and to be a suitable person to teach school."	5. Character Reference
Must submit report of medical examiner, including date of last successful smallpox vaccination and results of a tuberculin test (taken within six months of application). If test is positive, an X-ray is necessary.	6. Medical Data
Issuance of a Certificate to those whose mother tongue is neither English nor French will be based on the satisfactory completion of a test in spoken and written English. A program emphasizing language skills may also be required of an applicant before a certificate is issued.	7. Language Requirement
	8. Translation Requirement
	9. Residence and Employment Requirements

Province	PRINCE EDWARD ISLAND
5. Character Reference	Those with no previous teaching experience must submit an up-to-date character reference from (a) the head of the teacher training institution and (b) the Registrar of the college or the university where academic credits were obtained
6. Medical Data	Must submit medical examination certificate
7. Language Requirement	
8. Translation Requirement	
9. Residence and Employment Requirements	

NEWFOUNDLAND	Province
Must submit character reference, preferably from a clergyman, minister of religion, a chaplain of college or university	5. Character Reference
Health certificate with proof of recent chest X-ray examination	6. Medical Data
	7. Language Requirement
	8. Translation Requirement
Certificates issued only to applicants who submit written proof that they have received a teaching appointment in Newfoundland. Applicants will be advised in writing of grade of certificate and salary they may expect to receive	9. Residence and Employment Requirements

TABLE A-3

STATEMENTS REQUIRED REGARDING STATUS,
COMPETENCE, EXPERIENCE

	Province	BRITISH COLUMBIA
10.	Statements from Other Certification Authorities	Applicant with teaching credential obtained outside B.C. must arrange to have submitted direct to the Registrar an up-to-date, official statement of the authority issuing his or her present credential, including, when applicable: (1) type or level of teaching credential or certificate; (2) registration number; (3) period of validity of the credential and whether it has even been suspended, cancelled or otherwise revoked; (4) academic qualifications on which credential is based; (5) type and duration of teacher training received; (6) details of additional courses taken for credit. Teachers known to be under bond or any other legal obligation to another jurisdiction will not be considered for accreditation in B.C.
11.	Statements Regarding Professional Competence	Report(s) on applicant's most recent teaching service from principal(s) or employing official(s)
12.	Teaching Experience Record	
13.	Record of Other Employment	
14.	Other Miscellaneous Requirements	In all correspondence applicant should state name in full (including previous or maiden name where applicable) and teacher file number, if one has been assigned by B.C.

ALBERTA	Province
Professional Statement direct from a governmental authority certifying, primarily, that the teacher holds a valid certificate which has not been suspended, cancelled or otherwise withdrawn. The type of certificate and the nature of the training should also be indicated	10. Statements from Other Certification Authorities
Evidence of teaching competence (Report of Inspector of Schools or other authority)	11. Statements Regarding Professional Competence
Approximate number of years of teaching experience	12. Teaching Experience Record
	13. Record of Other Employment
	14. Other Miscellaneous Requirements

Province	SASKATCHEWAN
10. Statements from Other Certification Authorities	A transcript of applicant's academic and professional standing from Department of Education in the province where teacher was certified is required
11. Statements Regarding Professional Competence	
12. Teaching Experience Record	Number of years of teaching experience and province or state in which gained
13. Record of Other Employment	
14. Other Miscellaneous Requirements	

MANITOBA	Province
	10. Statements from Other Certification Authorities
Confidential report from last Principal, Superintendent or Supervisor If applicant is without experience, a confidential report from the supervisor of practice teaching in a teacher training institution is required	11. Statements Regarding Professional Competence
Dates, number of years and months, school district, province, state, etc. Official verification of experience is required	12. Teaching Experience Record
	13. Record of Other Employment
Applicants advised to send original documents and forms by registered mail	14. Other Miscellaneous Requirements

Province	ONTARIO
10. Statements from Other Certification Authorities	A statement from the Department of Education which issued applicant's <u>original</u> teacher certificate indicating that he is in good standing and free to accept employment as a teacher in Ontario
11. Statements Regarding Professional Competence	Not required
12. Teaching Experience Record	Not required
13. Record of Other Employment	Not required
14. Other Miscellaneous Requirements	Applicants are asked to indicate whether they wish to teach in elementary schools (ages 5-14) or secondary schools (ages 14-19)

QUEBEC	Province
Evidence that the candidate's original Permanent Diploma is still in good standing	10. Statements from Other Certification Authorities
	11. Statements Regarding Professional Competence
Attestations from all previous employers covering the candidate's complete teaching experience	12. Teaching Experience Record
If applicable, written evidence of industrial experience issued by present or previous employers	13. Record of Other Employment
For Technical-Vocational teachers, a statement of exceptional competence in the exercise of his trade or art or craft	14. Other Miscellaneous Requirements

Province	NEW BRUNSWICK
10. Statements from Other Certification Authorities	Where applicant holds a license to teach outside New Brunswick, an official statement of the validity of the license must be forwarded directly from the respective province(s) (at the request of the applicant) verifying the basis on which the license was issued and whether the individual is free to accept employment in New Brunswick
11. Statements Regarding Professional Competence	
12. Teaching Experience Record	Information required on experience includes exact duration, location, nature (whether full-time or part-time, whether in private or public school system), and form of license held. Official verification of experience must be forwarded directly to the Office of the Registrar from the employing agency (at the request of the applicant) verifying the opening and closing dates of each engagement and the nature of employment Full recognition of teaching service in public schools of Canada is granted
13. Record of Other Employment	Recognition of one-half of a person's experience shall be granted to one who obtained approved work or related experience prior to becoming licensed in New Brunswick
14. Other Miscellaneous Requirements	Applicants are asked to indicate the New Brunswick school district in which they will be teaching

NOVA SCOTIA	Province
Official statement from the Registrar, Department of Education, of the Province granting the certificate, giving the following information: (1) highest high school certificate obtained; (2) highest teaching certificate held and that same is valid at present; (3) the nature and length of the professional training on which the certificate is based; (4) the length of teaching service in days per teaching year; (5) statement from Province regarding validity of applicant's teacher's certificate	10. Statements from Other Certification Authorities
	11. Statements Regarding Professional Competence
Vocational teachers only: name of vocational schools, place, dates employed and length of service in years	12. Teaching Experience Record
Vocational teachers only: firms with which employed, type of work, dates employed and length of service in years	13. Record of Other Employment
Applicant is asked to state class of certificate for which application is being made	14. Other Miscellaneous Requirements

Province	PRINCE EDWARD ISLAND
10. Statements from Other Certification Authorities	Statement from the Department of Education in the province or the state in which the applicant last taught to the effect that the applicant is in good standing and is free to accept employment as a teacher in the province of Prince Edward Island
11. Statements Regarding Professional Competence	Statement of professional competency from the principal of the school in which applicant last taught, or from the school superintendent or school inspector in the area
12. Teaching Experience Record	Verification of previous teaching experience in years, months and days
13. Record of Other Employment	Verification of related experience in years, months and days
14. Other Miscellaneous Requirements	Applicants are asked to give name of school in which now teaching, or if not now teaching, school and year in which applicant last taught Applicant is asked to indicate class of certificate for which he is applying

NEWFOUNDLAND	Province
Certified statement from Province issuing original certificate that applicant is in good standing and is free to accept a teaching position	10. Statements from Other Certification Authorities
A statement of professional competency from a Superintendent or Inspector of Schools or School Principal is required from applicants with teaching experience	11. Statements Regarding Professional Competence
Official statement of teaching service in years, months and days with number of days per teaching year. (Required if applicant is to receive credit for salary purposes for service outside Newfoundland up to maximum of seven years)	12. Teaching Experience Record
	13. Record of Other Employment
All applicants for initial certification must be recommended to the Department of Education by a Denominational Board of Examiners Applicants must indicate licence or grade of certificate for which applying and whether a specialist certificate is requested Applicant is also asked for name of board under which last engaged, school and community in which presently teaching, or school and community in which he intends to teach	14. Other Miscellaneous Requirements

TABLE A-4

INFORMATION REQUIRED ON ACADEMIC, VOCATIONAL AND PROFESSIONAL TRAINING AND TEACHER CERTIFICATION

	Province	BRITISH COLUMBIA
15.	Information Required on Academic and Vocational Training	For each applicable category applicant must indicate (a) number of years attended, (b) date of completion, (c) final grade or level completed, (d) where undertaken (province, state, country). The categories are elementary school, secondary school, university or college, other institutions (trade, commercial, music, art, etc.)
16.	Information Required on Professional Training and Certification	Number of years teacher training institution attended, date of completion, final grade or level completed, where undertaken (province, state, country). Teaching certificates held, when issued, and date until which they are valid

ALBERTA	Province
Last grade (or form, etc.) completed in high school; certificate issued Was university matriculation secured? (Yes, No) Details of universities attended, degrees obtained and dates, progress on partly-completed programs	15. Information Required on Academic and Vocational Training
(1) Total years of attendance and dates of attendance at a Teachers' College (not university) If attendance at Teachers' College was not full-time and intramural, explanation required (2) Extent of professional training (Pedagogy), whether taken as a post-degree program (diploma, etc.) or as an integral part of the degree program Was professional training taken intramurally? (Yes, No) (3) Did training program include a formal, supervised period of student teaching? (Yes, No) (4) Did you successfully complete your professional program (Training College, post-degree diploma, etc.)? (Yes, No) (5) Do you hold a valid teaching certificate or other qualification to teach? If "yes", under what jurisdiction? Give class of certificate. If "no", explain (6) Have you ever had your certificate or other qualification to teach suspended, cancelled or otherwise withdrawn? (Yes, No)	16. Information Required on Professional Training and Certification

	Province	SASKATCHEWAN
15.	Information Required on Academic and Vocational Training	Name of school and location, degree or diploma, and length of course and date of completion for: high school university or college technical and vocational
16.	Information Required on Professional Training and Certification	Name of school and location, degree or diploma, length of course and date of completion for professional teacher training Teaching certificate held, if any

Degrees held, if any, date issued and name and location of institution

15. Information Required on Academic and Vocational Training

Name, location, province or country of institution attended. Dates of course

Number and date of first certificate issued

Type, number, date of issue of any Manitoba certificate held

16. Information Required on Professional Training and Certification

Province	ONTARIO

15.	Information Required on Academic and Vocational Training	Highest secondary school certificate held Degree and university, if any Number and type of university courses completed, if any Evidence of wage-earning experience if applicable. (This evidence is required for certification to teach vocational subjects)

16.	Information Required on Professional Training and Certification	Name of Teacher's Certificate Date of issue and number Name and address of Department of Education issuing original teaching certificate Name of teacher training institution Dates of attendance at teacher-training institution Transcript of teacher-training

The documents making up his academic file: photocopies of High School Diploma, transcripts and diplomas (or degrees) for all post-secondary studies	15. Information Required on Academic and Vocational Training
Photocopies of all the candidate's teacher-training transcripts and diplomas	16. Information Required on Professional Training and Certification

Province	NEW BRUNSWICK
15. Information Required on Academic and Vocational Training	Name and location of institutions attended, degree or diploma obtained, length of course and date of completion for high school, university or college, technical or vocational school
16. Information Required on Professional Training and Certification	Name and location of institutions of professional training attended, degree or diploma obtained, length of course and date of completion

15. Information Required on Academic and Vocational Training

Group A. Applicants with less than 3 years' university training

High school certificate of grade ___, obtained in ___(prov.)
Applicant must indicate name of examination station, number and year when exams for high school certificate were written
Additional academic credits beyond high school certificate were obtained from _____

Group B. Applicants with 3 years' or more university training

University attended
Undergraduate degree obtained, if any, and year obtained
Major subject group
Number of courses or units completed and number required for the full degree
Similar information required on post-graduate training if applicant has Master's degree or better

Group C. Vocational teachers

High school education of grade___ or university education of ___ years
Total years of occupational training and experience
For occupational training must indicate name of course, institution, dates of attendance and total years

16. Information Required on Professional Training and Certification

Group A.

Institution and date of diploma of professional qualifications

Group B.

Teacher training institution attended, period in full attendance, previous Nova Scotia teaching permit, if any.

Group C.

Institution, period of attendance, years, for following courses: "Principles & Practices of Vocational Education,""Methods in Vocational Education," "Job Analysis and Vocational Course Construction," "Setting and Evaluating Examinations," other courses taken, total class hours

Province	PRINCE EDWARD ISLAND
15. Information Required on Academic and Vocational Training	Name of high school attended and year Marks in following Junior Matriculation subjects: English, History, Algebra, Geometry, French, Science, Latin, German, Home Economics University -- course number, how obtained (full year, summer school, etc.), institution, year, mark, credit (half or full) in following subjects: English, French, Latin, Mathematics, Science, History, Education, Economics, Sociology, Philosophy, General Psychology, other Post-graduate training -- degrees, university attended, year
16. Information Required on Professional Training and Certification	Institution, full year or summer school, year, mark, credit (half or full) for each course taken Post-graduate training -- degrees, university attended, year Applicants are asked to indicate what PEI Teacher's Certificate they presently hold, if any (class, number, year obtained)

Chronological list of summer schools and universities attended:

Names of Institutions
Dates Attended
Courses Taken
Results

(Results of Grade XI Exam are requested of teachers applying for certification or licence for the first time)
Undergraduate and graduate degrees -- major, minor and specialty
Courses taken through correspondence

15. Information Required on Academic and Vocational Training

Do you now hold a valid teaching certificate or licence from Newfoundland Department of Education? (If yes, give class of certificate and date issued)
Do you now hold a valid certificate or licence from another Department of Education? (If yes, give name of province issuing certificate)
Include details of professional training in chronological list (above)
Indicate type of professional training received (primary, elementary or secondary)
Undergraduate and graduate degrees -- major, minor and specialty

16. Information Required on Professional Training and Certification

TABLE A-5

DOCUMENTS SUPPORTING ACADEMIC AND PROFESSIONAL TRAINING, RESTRICTIONS AND EXCLUSIONS STATED, NAME OF INITIAL CREDENTIAL GRANTED

	Province	BRITISH COLUMBIA
17.	Supporting Documents Required	Teacher Trained in Canada: Up-to-date statement from Provincial Registrar of Department of Education including final high school work completed, teacher training undertaken, and certification held. (Submission of secondary school standings usually unnecessary if university degree status has been achieved) Full transcripts of university work, obtained direct from the university(ies), including courses taken, credits awarded, grades received Teacher Trained in U.S.: Official transcripts from the various institutions attended, showing courses taken, credits awarded and gradings received Teacher Trained in U.K., Australia or New Zealand: A statement (Teacher's Service Record) is required from the Department of Education and Science, the Scottish Education Department, the Northern Ireland Department of Education or the appropriate state department in Australia or New Zealand (includes information on academic and professional qualifications, evidence of degree or specialist qualifications, and recognition as a teacher) and official statements of degree status and transcripts if available from university Teachers Trained in Other Countries: All official documents on academic and professional training, including degrees held, if any (accompanied by verified translations) All applicants: May require photo copies of each teaching certificate held, and of special diplomas held
18.	Restrictions and Exclusions Stated	Applicant's program must include "basic teacher education", defined as at least one year of professional teacher preparation (including studies in educational foundations, methodology and supervised practice teaching) acceptable to Department of Education. Minimum certificate awarded is the Standard, requiring three years post-secondary studies, including basic teacher education. Post-secondary studies are defined as those studies undertaken after completion of Grade 12 or 12th year of formal education, commencing with Grade I. Extra mural professional studies and training not acceptable First division degrees from recognized universities in India and Pakistan given partial credit, providing areas of study are acceptable Partial credit granted degrees from recognized universities in the Philippines providing areas of study and academic average are acceptable
19.	Name of Initial Credential Granted	When residence in British Columbia has been established, Department of Education may issue an interim Standard Certificate or Professional Certificate, valid for four years

ALBERTA	Province
Transcripts of high school and university records	17. Supporting Documents Required
Senior matriculation to university is required Extramural programs at teachers' college (i.e., private study, correspondence, etc.) are not acceptable Degrees from universities in India and Pakistan are accepted only after validation Applicants with degrees from universities in the Philippines must have minimum grade point average of 2.0 Professional training must have been taken intramurally Student teaching must have been included in professional training program	18. Restrictions and Exclusions Stated
	19. Name of Initial Credential Granted

	Province	SASKATCHEWAN
17.	Supporting Documents Required	Transcript of high school standing Transcripts of all post-secondary training Applicants must request all universities and colleges attended to supply the department with official transcripts
18.	Restrictions and Exclusions Stated	
19.	Name of Initial Credential Granted	

MANITOBA	Province
Teachers with university degree should have appropriate transcript forwarded directly from the university concerned Teachers without degrees are required to submit transcripts verifying both secondary school and university training Teaching certificate Photostats of transcripts may be submitted, but originals may be required before a teaching certificate is issued	17. Supporting Documents Required
The minimum requirement for a Manitoba certificate is now two years of approved work beyond the high school senior matriculation level, one year of which must be teacher training	18. Restrictions and Exclusions Stated
	19. Name of Initial Credential Granted

Province	ONTARIO
17. Supporting Documents Required	Official transcripts of: secondary school standing university courses, if any teacher training Statement of wage-earning, industrial experience for vocational certification, if applicable Teaching Certificate
18. Restrictions and Exclusions Stated	
19. Name of Initial Credential Granted	Letter of Standing. This has the force of an Ontario interim teaching certificate and may be converted to an Ontario interim teaching certificate after one year of successful teaching experience in an Ontario school in which the Letter of Standing is valid

QUEBEC	Province
Photocopies of official transcripts (as already mentioned in Items 15 and 16 of Table 4)of all the candidate's academic and professional documents	17. Supporting Documents Required
For the 1972-73 academic year, the candidate must have at least the equivalent of fifteen (15) years of schooling in Quebec, including his professional training. For the 1973-74 academic year, this requirement will become sixteen (16) years	18. Restrictions and Exclusions Stated
Letter of Eligibility followed by Provisional Teaching Authorization	19. Name of Initial Credential Granted

	Province	NEW BRUNSWICK
17.	Supporting Documents Required	It is the responsibility of the applicant to have official transcripts of all academic and professional training forwarded directly to the Registrar from all universities and colleges attended
18.	Restrictions and Exclusions Stated	Applicant for general teacher certification must have minimum of four years of approved post-secondary training, including an approved undergraduate degree and an approved teacher education program Applicant for teacher certification in Art, Music and Vocational Education must have completed minimum of two years of approved post-secondary training, including an approved teacher education program Undergraduate degrees from foreign countries must be first or second division in order to be recognized for teacher certification. A post-graduate foreign degree is acceptable if the candidate has attained first division standing. (An approved 4-year degree from a foreign country is equated as equivalent to half a New Brunswick 4-year degree. An acceptable post-graduate degree is equated as one additional full year of training)
19.	Name of Initial Credential Granted	Letter of Standing. Valid for one year

17. Supporting Documents Required

Group A

High school leaving certificate, university or teachers' college transcript of academic credits, diploma of teacher training course

Group B

Proof of degrees, university transcripts outlining courses completed for said degree, transcripts of teacher training courses, outlines of summer school courses completed

Group C

Documents relating to high school training (Grades 11 and 12) and university

18. Restrictions and Exclusions Stated

Indian Degrees:

Bachelor's degree third division (class) not considered for a Teacher's Certificate
Master's degrees second or third division (class) not considered for a Teacher's Certificate
Indian Master's degrees requiring two years to complete can only be accepted for purposes of certification as the equivalent of one full year of study

Note: acceptable B.A. or B.Sc. from Indian university is rated equal to Junior Matriculation plus two years university

19. Name of Initial Credential Granted

	Province	PRINCE EDWARD ISLAND
17.	Supporting Documents Required	Official transcript of Junior Matriculation marks or equivalent proof of Junior Matriculation standing Official transcript of teacher training courses with marks, and a teaching Diploma, if any Official transcripts of all university academic and professional credits and summer school marks
18.	Restrictions and Exclusions Stated	No candidate for a teaching position in the province of P.E.I. may enter into an agreement to teach, verbal or otherwise, with a school board until such candidate has first had his credentials evaluated by the provincial registrar and has been issued a statement to the effect that he is free to teach in P.E.I. and has the necessary qualifications for certification. Applicant must meet minimum standard for Certificate 4. Regulations regarding Indian degrees are the same as those in Nova Scotia
19.	Name of Initial Credential Granted	An interim two-year teaching certificate will be issued to a candidate only upon receipt of a statement from the secretary of a school board certifying that such a candidate has been appointed to a teaching position

NEWFOUNDLAND	Province
Official transcript of marks for courses included in the chronological list of professional and academic training must be attached to application or forwarded directly by the Registrar of the University. Normal school courses and matriculation results must be provided, also proof of degrees, if applicable	17. Supporting Documents Required
	18. Restrictions and Exclusions Stated
	19. Name of Initial Credential Granted

TABLE A-6

VALIDITY AND BASIS OF EVALUATION, DISPOSITION OF SUPPORTING DOCUMENTS, FEES, ASSISTANCE IN LOCATING POSITIONS, OTHER INFORMATION PROVIDED

	Province	BRITISH COLUMBIA
20.	Validity of Evaluation Given and Basis on Which Given	Registrar's evaluation is based on regulations and procedures prevailing at time of evaluation. Any credential subsequently authorized for issue will be in terms of enabling regulations and procedures in force at time of issue. Normal maximum period of validity of any evaluation is 12 months, unless credential has actually been issued
21.	Disposition of Supporting Documents Provided by Applicant	Department of Education will retain all required documents for its files
22.	Registration and Evaluation Fees	Registration fee of $5.00 (Canadian) payable after arrival in British Columbia
23.	Assistance Given in Locating a Position	Information on teaching positions available can be obtained through the advertising media and from the secretary-treasurers of school boards. The Teacher's Employment Service, British Columbia School Trustees' Association, 1095 Howe Street, Vancouver, B.C., circulates to school boards the names of certificated teachers who are seeking employment. Teachers are responsible for placing their names with the Service
24.	Other Information Provided	Placement on salary schedule is determined by employing board Information on salary schedules may be obtained from Teacher's Employment Service and from BCTF School boards or teachers may wish to take advantage of the categorization service offered by the Teacher Qualification Service, 220-1070 West Broadway, Vancouver 180, B.C. (Service sponsored by BCTF and BCSTA) Pension information available from Commissioner of Teachers' Pensions, Parliament Buildings, Victoria, B.C. Teachers advised that they must accept or reject positions within 48 hours and that verbal acceptance is binding

ALBERTA	Province
Minimum requirement for certification set at "three years of university study, or equivalent, beyond senior matriculation" Evaluation based on rulings set by the Board of Teacher Education and Certification as approved by the Minister of Education	20. Validity of Evaluation Given and Basis on Which Given
Retained by Department of Education but made available for use of Teacher Qualifications Service	21. Disposition of Supporting Documents Provided by Applicant
Certification fee of $5.00 to be submitted after residence has been established	22. Registration and Evaluation Fees
Teachers are referred to the individual school boards and to the Canada Manpower Centre, 10015 - 103 Avenue, Edmonton, Alberta	23. Assistance Given in Locating a Position
Some representative information on salary schedules is provided Teachers are referred to the Teacher Qualifications Service, The Alberta Teachers' Association, Barnett House, 11010 - 142 Street, Edmonton, Alberta, for evaluation of their years of teacher education for salary purposes Teachers from outside Canada are advised to check with Department of Immigration, Government of Canada, Ottawa, Ontario They are advised of pensions rates and of professional dues payable	24. Other Information Provided

Province	SASKATCHEWAN
20. Validity of Evaluation Given and Basis on Which Given	
21. Disposition of Supporting Documents Provided by Applicant	
22. Registration and Evaluation Fees	
23. Assistance Given in Locating a Position	
24. Other Information Provided	

MANITOBA	Province
	20. Validity of Evaluation Given and Basis on Which Given
Teaching certificate, marriage certificate and birth certificate are returned by registered mail Transcripts are retained unless applicant does not come to Manitoba, in which case they are returned, on request, by registered mail	21. Disposition of Supporting Documents Provided by Applicant
An evaluation fee of $5.00 is charged, payable in advance. The fee is refunded if it is not possible to issue a teaching certificate	22. Registration and Evaluation Fees
List of school superintendents Map of Manitoba school divisions	23. Assistance Given in Locating a Position
Applicants are informed of their classification for salary purposes Information on the salary scales is provided Applicants informed that final decision on salaries and the years of experience necessary to gain a maximum salary rests with the school boards	24. Other Information Provided

Province	ONTARIO
20. Validity of Evaluation Given and Basis on Which Given	
21. Disposition of Supporting Documents Provided by Applicant	The Department will return all documents to the applicant by registered mail
22. Registration and Evaluation Fees	No fee is required
23. Assistance Given in Locating a Position	Applicants are informed that there is no placement service for teachers in Ontario and no central registry for vacancies All positions are arranged by negotiation between the teacher and the school board concerned
24. Other Information Provided	Applicants are referred to the Ontario Teachers' Federation for information concerning salaries, allowances for teaching experience, etc. Applicants are referred to Director, Teachers' Superannuation Commission, 789 Don Mills Road, Don Mills, Ontario, for information on pensions

QUEBEC	Province
The Provisional Teaching Authorization is granted according to the conditions of Regulation No. 4 of the Minister of Education of Quebec and is valid for one (1) year, but is renewable annually upon the fulfillment of prescribed requirements	20. Validity of Evaluation Given and Basis on Which Given
The Department of Education will retain all documents submitted. (Therefore, the candidate should send only photocopies)	21. Disposition of Supporting Documents Provided by Applicant
No fee required	22. Registration and Evaluation Fees
(A) The Quebec Teacher Placement Bureau, Department of Education, Parliament Buildings, Québec, P.Q. (B) 1. Corporation des Enseignants du Québec, 2336 Chemin Ste-Foy, Québec, P.Q. 2. Provincial Association of Catholic Teachers, 5767 Monkland Avenue, Montreal 260, P.Q. 3. Provincial Association of Protestant Teachers, 245 Hymus Blvd., Pointe Claire, P.Q. (C) M. Jean Lamy, Co-ordonnateur du centre de Renseignements, Department of Education, Parliament Buildings, Québec, P.Q.	23. Assistance Given in Locating a Position
If the candidate is interested, programs leading to a variety of specialist diplomas are available from the Faculties of Education of the various Quebec universities	24. Other Information Provided

	Province	NEW BRUNSWICK
20.	Validity of Evaluation Given and Basis on Which Given	Certification is based on the regulations governing certification at the time of evaluation
21.	Disposition of Supporting Documents Provided by Applicant	The Department of Education retains all official documentation submitted for purposes of teacher certification
22.	Registration and Evaluation Fees	Evaluation fee of $10 to be submitted by applicants who have been trained outside New Brunswick. The evaluation fee should be forwarded with the application form (certified cheque or money order payable to Minister of Education)
23.	Assistance Given in Locating a Position	Each applicant is supplied with a map of the province and a list of District Superintendents who are responsible for the placement of teachers
24.	Other Information Provided	

NOVA SCOTIA	Province
	20. Validity of Evaluation Given and Basis on Which Given
	21. Disposition of Supporting Documents Provided by Applicant
	22. Registration and Evaluation Fees
Applicants are given a list of Secretaries of local and municipal boards	23. Assistance Given in Locating a Position
Applicants are given a list of qualifications required for the basic certificates in Nova Scotia. They are informed that specialist certificates are issued in art, business education, guidance, home economics, industrial arts, music, (instrumental), physical education, primary education, teaching of the deaf, vocational education They are also provided with a table indicating maximum amounts of shareable salaries for foundation program grant A special table indicating the basis of acceptance of Indian degrees for the purpose of issuing Nova Scotia certificates is also provided	24. Other Information Provided

Province	PRINCE EDWARD ISLAND
20. Validity of Evaluation Given and Basis on Which Given	
21. Disposition of Supporting Documents Provided by Applicant	Applicants who do not obtain a teaching position and wish to have documents returned to them must accompany such a request with a certified cheque or money order to the amount of $1.00 before October 31 of any school year
22. Registration and Evaluation Fees	An evaluation fee will be requested The fee is $10.00
23. Assistance Given in Locating a Position	Applicants are given a list of Regional Administrative Unit School Boards Applicants are warned that the prospects for employment in Prince Edward Island are currently rather limited
24. Other Information Provided	

NEWFOUNDLAND	Province
	20. Validity of Evaluation Given and Basis on Which Given
	21. Disposition of Supporting Documents Provided by Applicant
	22. Registration and Evaluation Fees
	23. Assistance Given in Locating a Position
	24. Other Information Provided

PART B. PROCEDURES IN APPLYING FOR EVALUATION OF QUALIFICATIONS

TABLE B-1

NAME AND ADDRESS OF EVALUATOR, SPONSORS AND
PURPOSE OF EVALUATION SERVICE,
PRELIMINARY REQUIREMENT

	Province	BRITISH COLUMBIA
1.	Name of Evaluator	Mr. E. A. Couch Evaluator
2.	Address Applications to	Teacher Qualification Service 220 - 1070 West Broadway Vancouver, British Columbia
3.	Sponsors of Evaluation Service	British Columbia School Trustees Association British Columbia Teachers' Federation
4.	Stated Purpose of Evaluation Service	The purpose of the Service is to define the categories of teacher qualifications and to evaluate the academic and professional preparation of teachers in the elementary and secondary schools of British Columbia The Teacher Qualification Service provides an advisory service for teachers and for school boards
5.	Preliminary Requirement	Applicant must provide evidence of British Columbia teaching certification (facsimile card or statement from British Columbia Department of Education) Evaluations are made only on request

ALBERTA	Province
Dr. M. T. Sillito Chairman Mr. J. S. Jamieson Secretary and Senior Evaluator	1. Name of Evaluator
Teacher Qualifications Service The Alberta Teachers' Association Barnett House 11010 - 142 Street Edmonton, Alberta	2. Address Applications to
The Teacher Salary Qualifications Board was established under a memorandum of agreement among The Alberta Teachers' Association, the Alberta School Trustees' Association and the Department of Education The ATA operates the service Evaluations are made according to the principles established by the TSQB	3. Sponsors of Evaluation Service
To evaluate academic and professional qualifications in terms of years of teacher education for salary purposes, in accordance with the established principles	4. Stated Purpose of Evaluation Service
Evidence must be presented that applicant holds or is eligible for an Alberta teaching certificate	5. Preliminary Requirement

	Province	ONTARIO - ELEMENTARY
1.	Name of Evaluator	Mr. H. R. Wilson Administrative Co-ordinator
2.	Address Applications to	Qualifications Evaluation Council of Ontario Room 226 1260 Bay Street Toronto 185, Ontario
3.	Sponsors of Evaluation Service	L'Association des Enseignants Franco-Ontariens Federation of Women Teachers' Associations of Ontario Ontario English Catholic Teachers' Association Ontario Public School Men Teachers' Federation
4.	Stated Purpose of Evaluation Service	To provide uniformity and objectivity in the evaluation of teachers' qualifications in accordance with the QECO categorization program and to issue to eligible applicants a Statement of Evaluation to confirm placement in one of the seven levels available
5.	Preliminary Requirement	Applicant must hold a valid basic Ontario teaching certificate and be a member of one of the four sponsoring organizations. Onus is on the individual teacher to apply for evaluation service

ONTARIO - SECONDARY	Province
Mr. David M. Eaton Assistant Secretary, OSSTF	1. Name of Evaluator
The Chairman Certification Board Ontario Secondary School Teachers' Federation 1260 Bay Street Toronto 185, Ontario	2. Address Applications to
Ontario Secondary School Teachers' Federation	3. Sponsors of Evaluation Service
To issue statements of certification rating indicating a teacher's placement in one of the four groups	4. Stated Purpose of Evaluation Service
Applicant must hold a basic secondary school teaching certificate valid in Ontario. A letter of evaluation may be issued to a teacher who has obtained an Ontario Department of Education Letter of Standing valid in secondary schools. Evaluations are made only on request	5. Preliminary Requirement

TABLE B-2

PERSONAL DATA AND SUPPORTING DOCUMENTS REQUIRED, TRANSLATION REQUIRED, INFORMATION REQUESTED ON EMPLOYMENT, CERTIFICATION, ACADEMIC AND PROFESSIONAL TRAINING

	Province	BRITISH COLUMBIA
6.	Personal Data and Supporting Documents Required	Full name, including maiden name if applicable, and any changes of name Birth date Place of birth Address Phone number Social Insurance No. Teacher's Transfer Record No. Signature
7.	Translation Requirement	Applicants presenting documents written in a language other than English or French must submit an official notarized English translation together with the original document(s)
8.	Employment Data Requested	Name and address of school board Date of first appointment to this school district
9.	Information Requested on Certification	Type of British Columbia certificate held
10.	Information Requested on Academic and Professional Training	Degree(s) held, university from which obtained, year conferred Names of all high schools, teachers' colleges, universities and other institutions attended, with dates attended

ALBERTA	Province
Name Sex (Mr, Mrs., Miss) Maiden name or religious name, if applicable Address Birth date Place of birth Social Insurance No. Signature	6. Personal Data and Supporting Documents Required
Applicants presenting documents written in a language other than English or French must submit an official notarized English translation together with the original document(s)	7. Translation Requirement
Name and address of school board	8. Employment Data Requested
Evidence of eligibility for Alberta certification	9. Information Requested on Certification
Degree(s) held, university from which obtained, date Names of all high schools, teachers' colleges, universities and other institutions attended	10. Information Requested on Academic and Professional Training

Province	ONTARIO - ELEMENTARY
6. Personal Data and Supporting Documents Required	Name Maiden name Home address Social Insurance Number Affiliate Membership Signature
7. Translation Requirement	Service and publications equally available in French and English Documents in a language other than English or French must be accompanied by a certified English translation
8. Employment Data Requested	School and school address Name of employing board
9. Information Requested on Certification	Listed by name
10. Information Requested on Academic and Professional Training	Degree(s) held, university, year granted, type of course, standing Diplomas Additional courses

ONTARIO - SECONDARY	Province
Name Maiden name Home address Social Insurance Number Signature	6. Personal Data and Supporting Documents Required
	7. Translation Requirement
School and school address	8. Employment Data Requested
Number and subject of Ontario teaching certificate held (Type B, Specialist or Type A, Occupational, Vocational, Intermediate)	9. Information Requested on Certification
Initial degree -- name of university and year Type of course: 3-year general, with standing 4-year general, with standing 4-year honour, indicating if 1st class, 2nd class or 3rd class standing Subsequent degrees or diplomas Additional courses (if applicable)	10. Information Requested on Academic and Professional Training

TABLE B-3

SUPPORTING DOCUMENTS FOR ACADEMIC AND PROFESSIONAL TRAINING, OTHER INFORMATION REQUESTED, RESTRICTIONS AND EXCLUSIONS STATED, CREDENTIAL ISSUED, VALIDITY OF EVALUATION

	Province	BRITISH COLUMBIA
11.	Supporting Documents Required	Official high school transcript (unless first degree earned at a B.C. university) Official transcripts from universities, colleges, etc. Transcripts must bear the official seal of the issuing institution and the signature of the responsible issuing officer.(Persons already assigned a category need only submit transcripts of subsequent work) Note: Documents filed with the Department of Education are not available to the Service
12.	Other Information Requested	Teacher Qualification Service category held now and category being applied for Date of previous evaluation
13.	Restrictions and Exclusions Stated	Only complete years of university study or equivalent beyond British Columbia Grade 12 will be counted Grade 12 from all provinces in Canada shall be considered equivalent to Grade 12 in British Columbia Secondary school training outside Canada will be evaluated in terms of current standards for university entrance in British Columbia The holders of Letters of Permission are not eligible for evaluation Category 6 is assigned only to teachers with a Master's degree No equivalents are recognized
14.	Credential Issued	Category card
15.	Validity of Evaluation Given and Basis on Which Given	Application received on or before March 31 will be assigned a category, effective from January 1 of that calendar year, according to principles in force at the time the application is received. Application received on or before November 30 will be assigned a category, effective from September 1 of that calendar year, according to principles in force at the time the application is received

ALBERTA	Province
Official high school transcript Official transcripts from universities, colleges, etc. (Certified copies of the above are accepted) Persons who have had a previous evaluation need only submit transcripts of subsequent work	11. Supporting Documents Required
Last evaluation by University of Alberta (date, years of teacher education)	12. Other Information Requested
Professional education courses taken by correspondence study will not be counted	13. Restrictions and Exclusions Stated
Statement of Qualifications	14. Credential Issued
Principles for evaluation are issued with a date until which they are effective	15. Validity of Evaluation Given and Basis on Which Given

Province	ONTARIO - ELEMENTARY
11. Supporting Documents Required	Teaching certificate(s) Transcript(s) of university degree(s) Documentation for all qualifications claimed on the application form
12. Other Information Requested	Category for which application is being made
13. Restrictions and Exclusions Stated	Persons whose authority to teach is a Letter of Permission or a Temporary Certificate
14. Credential Issued	Statement of Evaluation
15. Validity of Evaluation Given and Basis on Which Given	No major revisions in the program until expiration of stated period

ONTARIO - SECONDARY	Province
Teaching certificate(s) Official notification of endorsement (if applicable) Transcript(s) of university degree(s) Official record of additional courses completed	11. Supporting Documents Required
Group for which application is being made	12. Other Information Requested
	13. Restrictions and Exclusions Stated
Certification Rating Statement	14. Credential Issued
Major changes in policy may occur only after one year's notice of motion has been served at the Annual Assembly Changes in policy other than those previously considered and recommended by the Certification Committee shall occur only after a four-year interval	15. Validity of Evaluation Given and Basis on Which Given

TABLE B-4

APPEALS, DISPOSITION OF SUPPORTING DOCUMENTS, EVALUATION FEE

Province	BRITISH COLUMBIA
16. Appeals	Teacher, teachers' association or school board may request re-assessment by the Evaluator. If, following such re-assessment, there is still question about the evaluation, a written request for re-assessment by the Teacher Qualification Board shall be submitted. The Board may raise, lower or confirm the category assigned. Following the Board's consideration, the Chairman of the Board will advise the appellant of the decision and the reasons for it
17. Disposition of Supporting Documents Provided by Applicant	Transcripts are retained Original copies of letters, diplomas, etc., will be returned They will be returned by registered mail if applicant provides self-addressed envelope and sufficient postage
18. Evaluation Fee	No fee to members of British Columbia Teachers' Federation

ALBERTA	Province
Teacher may request, in writing, that his evaluation be reassessed by the Teacher Qualifications Committee If not satisfied with the reassessment, he may appeal to the Teacher Salary Qualification Board Appeals may be heard by any regular or special meeting of the Board The appellant may present his case in person or in writing or both. He may be accompanied and/or represented by a spokesman The Board assumes no responsibility for the appellant's expenses or loss of salary in connection with an appeal The Board may, on the basis of the evidence presented, decide to raise, lower or confirm the TQC evaluation The decision will be communicated in writing to the appellant	16. Appeals
Diplomas and degree parchments will be returned by registered mail	17. Disposition of Supporting Documents Provided by Applicant
$ 5.00 if all documents originate inside Alberta 15.00 if all documents originate outside Alberta but in Canada 25.00 if any documents originate outside Canada	18. Evaluation Fee

Province	ONTARIO - ELEMENTARY
16. Appeals	Teachers have two levels of appeal available. The Evaluation Committee provides the first level and, if still dissatisfied, the applicant may appeal to the Evaluation Council, whose decision is final
17. Disposition of Supporting Documents Provided by Applicant	Returned to applicant by same class of mail as used by applicant in submitting them
18. Evaluation Fee	

The Certification Committee is responsible for appeals of members against rulings of the Certification Board, provided such appeals with complete documentation have first been submitted to the Certification Board	16. Appeals
	17. Disposition of Supporting Documents Provided by Applicant
	18. Evaluation Fee